

<b>REPORTS INVENTORY</b>					CONTROL NO. RAB - 2					
PREPARE IN DUPLICATE					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING <input checked="" type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)					
1. TITLE OF REPORT (if a fill-in report include Form No.)  Standard Form 136 - Summary of Records Holdings										
3. FUNCTIONAL AREA										
		PERSONNEL		TRAINING	6. DISTRIBUTION (No. of components not number of copies)  2					
		LOGISTICS		SECURITY						
		MEDICAL		FINANCE						
4. NO. OF COPIES PREPARED  2		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Annual								
7. FORMAT (memorandum, form, computer print-out, etc)  Form		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT  Fed. Prop. Mgt. regs. GSA	
YES	IF YES GIVE ADP PROCESSING NO.									
<input checked="" type="checkbox"/> NO										
10. PREPARING COMPONENT (include lowest level contributing information to report)  RAB				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Rep. #9 Annual Records Inventory						
<b>12. COST FACTORS</b>										
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>										
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR				
GS13-4	\$8.86	15 min.		2.21	1	\$5.04				
4-1	2.81	5 min.		.23						
14-4	10.39	15 min.		2.60						
				5.04						
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>										
<b>TOTAL COSTS PER YEAR</b>						\$5.04				
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Required by National Archives, GSA										
<b>14. FUTURE GOALS</b>										
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					<b>ESTIMATED SAVINGS</b>					
					MAN-HOURS	DOLLARS				
16. DATE OF INVENTORY Oct. 9, 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Records Management Office			18. EXTENSION					

**ANNUAL SUMMARY OF RECORDS HOLDINGS**

(See Instructions on reverse before completing form)

Reporting Period (From-To)

To:

From: (Department or Agency)

**DEPARTMENTAL****FIELD**Volume of Records  
(Cubic Feet)Current  
File Rooms  
and Offices  
(a)Staging, Holding  
and Other  
Storage Areas  
(b)Current  
File Rooms  
and Offices  
(c)Staging, Holding  
and other  
Storage Areas  
(d)Total  
(e)1. On Hand—Beginning  
of Period2. Transferred to  
Fed. Records Centers  
or National Archives

3. Destroyed

4. On Hand—End  
of Period5. Magnetic Tape  
(No. of reels included  
in total for Item 4)

No. of Reels

Remarks: (Include comments on significant increases or decreases in holdings, any plans for records cleanout campaigns, or any other significant records disposition matters).

Date Prepared

Title

Signature

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070014-5  
**INSTRUCTIONS FOR STANDARD FORM 136**

**GENERAL**

This report is required by GSA Regulations FPMR 101-11.102.7. The reporting period may cover a calendar year or a fiscal year.

Submit the report to the National Archives and Records Service, GSA, no later than August 1 of each year.

Records to be included in the total volume of records should comprise:

1. All the records of the reporting agency;
2. Records held at agency sites for GAO audit; and
3. Official Personnel Folders (records of the Civil Service Commission) in the custody of the reporting agency.

No volume should be included for Agency Records Centers operated by the reporting agency, in accordance with GSA Regulations FPMR 101-11.412.4. These data should be submitted as separate reports on Standard Form 137, Agency Records Center Annual Report.

**DEFINITIONS**

"Departmental" means the headquarters office of the reporting agency, as contrasted to its field offices, but excludes Agency Records Centers.

"Field" means the reporting agency's offices other than the headquarters office and Agency Records Centers.

"Staging, Holding, and Other Storage Areas" means areas at departmental or field locations formally designated for

staging and holding purposes, as well as all other storage areas except current file rooms and offices, Agency Records Centers, and Federal Records Centers.

The term "magnetic tape" includes all tapes on which data are recorded as part of any automated data processing or information retrieval systems. Audio recordings of music, speeches and the like are not included.

**EQUIVALENTS**

For the purpose of this report, volume may be calculated according to the following table of cubic foot equivalents:

Filing Cabinets—Per Drawer:  
Letter—1½  
Legal—2

Filing Cases—Per 12" Drawer:  
3 x 5—1/10  
4 x 6—1/6  
8 x 5—1/4

Shelf Files—Per Linear Foot:  
Letter—4/5  
Legal—1

Tabulating Cards:  
1 cubic foot per 10,000.

Outsized Equipment:  
Inside cubic measurement.

Magnetic Tape:  
1 cubic foot per 7 reels.